

# **Public Safety Communications Board**

**Leon County  
City of Tallahassee  
Leon County Sheriff  
Tallahassee Fire Department  
Tallahassee Police Department  
Leon County Emergency Medical Service**

**The following attachments are for the August 17<sup>th</sup> meeting  
*Renaissance Building: 435 N. Macomb Street Tallahassee, Fl 32301  
2<sup>nd</sup> Floor Community Room  
3:00 p.m.***

**Agenda**  
**Public Safety Communications Board Meeting**  
**August 17, 2009**

1. Approval of the May 26, 2009 PSCB Meeting minutes (Attachment #1)
2. Current 800MHz System Operational Issues (Attachment #2)  
*Ron Wostel, 800 MHz Project Manager, City of Tallahassee*
3. Status Report Regarding New Radio Communication System (Attachment #3)  
*Jim Redington, Project Manager, Motorola*  
*Kathy Leis, Consultant, Science Applications International Corporation (SAIC)*
4. Approval of the Recommendation for the Construction Manager for the Public Safety Complex (Attachment #4)  
*Alan Rosenzweig, Chairman, Selection Committee*
5. Approval of the Public Safety Complex's Owner's Project Requirements, Program Schedule, and Program Budget as prepared by URS (Attachment #5)  
*Project Coordination Team:*  
*Carl Morgan, Leon County Facilities Management*  
*John Lich, City of Tallahassee Public Works*  
*URS Project Management Team:*  
*Charlie Halboth, URS*  
*Geoff McManus, URS*
6. New Business
7. Next meeting date:  
Possible Dates: October 2009  
Time: T.B.A.  
Location: T.B.A.
8. Possible agenda topics for the next meeting:
  - Status Reports:
    1. 800 Mhz System Update
    2. Public Safety Complex

**Minutes for the May 26, 2009  
Public Safety Communications Board Meeting  
10:03 A.M.**

Note: Three member of the PSCB were absent: County Administrator Parwez Alam, City Manager Anita Favors-Thompson, and TFP Chief Cindy Dick. The County Administrator was represented by his alternate Assistant County Administrator Alan Rosenzweig. The City Manager was represented by her alternate Assistant City Manager Rick Fernandez. Chief Dick was represented by her alternate Deputy Chief John Gatlin.

1. Approval of the April 20, 2009 minutes:

Chief Quillin moved, seconded by the Chief Jones, to approve the April 20, 2009 minutes. The motion passed unanimously.

2. Current 800MHz System Operational Issues:

2A. Acceptance of the Status Report Regarding the Current 800Mhz System Operational Issues

2B. FSU Requests Change to User Payment Schedule

2C. TCC New Term Agreement

2D. Leon County Schools Safety & Security Requests Use

Sheriff Campbell moved, seconded by the Assistant City Manager Rick Fernandez, to approve the following items: (2A) 800 Mhz Status Report; (2B) FSU's request to change the user payment schedule; (2C) TCC's new term agreement; and (2D) Leon County Schools and Security's request to use the radio system in emergency events. The motion passed unanimously.

3. Status Report Regarding the Purchase of the New Radio Communication System

Ron Wostel, 800 MHz Project Manager, gave a presentation on the current status of the new radio communications project. The PSCB accepted the status report regarding the purchase of the new radio communications system.

4. Status Report Regarding the Public Safety Complex:

Charlie Halboth, URS Project Manager, gave a presentation on the current status of the Public Safety Complex. The PSCB accepted the status report regarding the purchase of the new radio communications system.

5. New Business:

Assistant County Administrator Alan Rosenzweig distributed a memo to establish the Public Safety Complex Construction Manager Selection Committee. The PSCB discussed scheduling the next meeting to address the Construction Manager for the Public Safety Complex and to receive Phase One Task Order from URS. August 17<sup>th</sup> and 18<sup>th</sup> were tentatively discussed. In addition, Mr. Rosenzweig discussed conducting a site visit tour of other Public Safety Complexes, such as the Manatee County facility.

6. Next meeting date:

Date: TBA

Time: TBA

Location: TBA

# MEMORANDUM

**DATE:** August 17, 2009  
**TO:** Public Safety Communications Board  
**FROM:** Ron Wostel, 800 MHz Project Manager, City of Tallahassee  
**SUBJECT:** Status Report for the 800 MHz System May 26, 2009 – August 17, 2009

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## System:

1. Our monthly Maintenance & Support meetings with First Communications have been suspended due to numerous P25 Digital Radio training classes and functional acceptance tests being performed (with users) throughout this summer.
2. Radio Shop being retrofitted to start radio subscriber maintenance services for City and County users during and at the end of the new radio warranty period.
3. Meetings held with Williams Communications and Liberty Communications to explore competitive services and pricing for the new P25 Digital Radio System.

## Infrastructure:

1. Continue system Site maintenance and refurbishment activities.
2. National Weather Service submitted a Planned Usage Verification (PUV) form with County Growth Management in late June, to determine permitting required for planned installation at the Panther Creek Tower Site. Once NOAA is off the Myers Park Tower, we will have the tower dismantled.
3. New roofs were installed on four tower shelters. We need to have two of them re-accomplished due to the membrane fabric not sealing correctly. No leaking has occurred, even during the heavy rains of June.
4. City Water Supervisory Control And Data Acquisition (SCADA) has moved from the old Myers Park Tower to the new Myers Park Tower.

## Voice:

1. TFD and Radio Shop personnel are investigating a new Fire Paging system from DCR Engineering Services. This would replace the existing Motorola Zetron based system, which alerts sequentially, instead of simultaneously.

## Data:

1. Nothing to report

## Installation/ Removal:

1. Radio installations completed for Air Port, solid waste, City Public Works, TPD, TFD, and City Electric.

## Sites:

1. Continue site maintenance and support.
2. Continued repairs on Crooked Road tower sites' A/C Units #1 and #2.

## Security:

1. Nothing to report

**Rebanding Project:**

1. City ISS Dept. has received the first payout from Sprint Nextel, in the amount of \$1.97 mil. Distributions to Motorola, Leon County, and Science Applications International Corp. (SAIC) have begun.
2. New frequencies have been received from Sprint Nextel and are being used during the Coverage Acceptance Test Plan (CATP).

**800 MHz Replacement RFP No 0091-07-KR-RC: Digital P 25 Project**

1. All Radio Shop Personnel attended to the CATP, which lasted about 2 ½ weeks. Our initial impression of the system coverage is much better than what we have been experiencing for the last 10 years, with the analog radio system. Voice quality is better, range is better, and "Holes" in the system are almost non-existent.
2. Presentation by Motorola (Jim Redington) and SAIC (Kathy Leis).

**Procurement:**

1. We have received a quote from Sunny Communications (Denver CO.) to purchase the old infrastructure equipment and remaining portable radios (that Sprint Nextel did not want) in the sum of \$106,000.00. We will seek City Commission approval to accept the \$440,000.00 from Sprint Nextel and this quote for \$106,000.00 from Sunny Communications.

**PSCB Issues:**

1. FSU PD requests new contract terms of payment for the new five-year contract. They request the original contract payment schedule of one payment be divided into five separate payments totaling the same amount. Amended contract reviewed and approved by City Legal and reviewed and signed by FSU signatory. This item will be presented to the City Commission for approval tentatively scheduled for December 2009.
2. We are working with TCC on subsequent terms agreement for use on the 800 MHz Radio System.
3. Leon County Schools, Department of Safety and Security has requested use of the 800 MHz Public Safety Radio System, as a secondary users.

**Funding:**

1. For the P25 Digital Upgrade Project, the remaining outstanding balances owed to Motorola, for the City and County, respectively are: \$2,133,775.83 and \$1,797,400.77

**Regional Domestic Security Task Force:**

1. Have prepared for this hurricane season by, inspecting all sites, fueling all tanks, and checking integrity of communications gear.

**Red Cross:**

1. Nothing to report

**Options:**

1. Approve the August 2009 Status Report for the 800 MHz System.
2. Do not approve the August 2009 Status Report for the 800 MHz System.
3. Board Direction.

**Recommendation:**

1. Option #1

# MEMORANDUM

**DATE:** August 17, 2009

**TO:** Public Safety Communications Board

**FROM:** Jim Redington, Project Manager, Motorola  
Kathy Leis, Consultant, Science Applications International Corporation  
(SAIC)

**SUBJECT:** P25 – 800 MHz Digital Radio System Implementation Status

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Motorola Update:

System is installed, operational and in a test/optimization mode. Seven channels of 22 are licensed and in operation allowing for acceptance testing of the new digital radio system. The radio channels we are utilizing are formerly Sprint/Nextel channels which are being swapped out through the rebanding process. The timing of this process is key to scheduling the remaining implementation tasks of the digital project.

Currently Coverage Acceptance tests have been conducted and completed with excellent results. Areas that were previously known poor coverage under the old system now provide excellent radio coverage. We have tested coverage throughout Leon County and three miles outside county limits. Tests were conducted using computerized test equipment to measure signal strength and handheld portable radios with public safety microphones to evaluate the voice quality. The test area was divided up into small grids and the equipment was programmed to test signal strength as well as prompt the radio user to make a voice quality check. The voice quality tests were conducted using LCSO and TPD/TFD dispatch personnel. In the field vehicles, we used TPD and LCSO officers to conduct the tests and grade the voice quality as a team. These tests were also witnessed by Motorola, City Radio Shop personnel, and the City consultant engineering firm, SAIC.

The next testing phase on the system will be the functional testing of the system equipment to demonstrate that it does function per specifications and contract requirements. Connectivity to our Chicago based System Support/Network Operations Center (remote alarm monitoring) has been completed and is under test.

User training will start in September and run through November.

SAIC: Coverage Testing Results:

Radio signal strength and voice quality testing were performed and witnessed by SAIC and user personnel between July 13, 2009 and July 29, 2009 timeframe. As indicated in the Motorola report, testing was accomplished by measuring the radio signal strength and performing a voice quality test for each of the 2/3 mile by 2/3 mile size grids. The digital upgrade contract required a minimum of approximately 1600 grids to be tested and the three teams tested over 2000 grids or 25% more than the minimum required. Any untested grids in the area were inaccessible (primarily because they were on waterways or in the middle of the national forest).

Preliminary results of the radio signal strength testing identified only one tested grid cell that did not pass the required signal strength level. This test point was approximately 2.5 miles north of the county line. This result far exceeds the requirements of the contract and the level available within the current analog system.

Preliminary results of the voice quality testing correlating to these radios signal strength tests also showed results far exceeding the requirements of the contract. Final analysis of the results has not been completed; however, the second and final week of voice quality testing correlating to the radio signal strength testing had similar results to the first week. The first week of testing resulted in over 98.7% passed test points and exceeded the contract requirements.

Preliminary results of the in-building voice quality testing which lasted two and a half weeks showed that many of the buildings with previous coverage issues no long have coverage issues. Final analysis of the results has not been completed. 96% of the 2357 test points passed. 105 buildings were tested. There were 4 additional buildings tested (Mumford Middle and 3 FAMU buildings) that were not in the original either contract list, but officers identified as a new school or know problem areas.

Cut Over Date:

The current target for cutover of public safety agencies is mid October followed by the local government agencies.

Options:

1. Approve the P25 – 800 MHz Digital Radio System Implementation Status Report.
2. Do not approve P25 – 800 MHz Digital Radio System Implementation Status Report.
3. Board Direction.

Recommendation:

1. Option #1

# MEMORANDUM

**DATE:** July 23, 2009

**TO:** Public Safety Communications Board

**FROM:** Construction Manager Selection Committee

**SUBJECT:** Acceptance of the Selection Committee's Rankings of the Construction Manager for the Public Safety Complex

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## **Background:**

The Request for Proposals for the Construction Manager of the Public Safety Complex was issued on May 3, 2009. The responses to the RFP were submitted on June 5, 2009. A total of 10 proposals were submitted in response to the RFP.

During the May 27, 2009 meeting, the PSCB appointed the following staff to the Selection Committee:

- Major Scott Bakotic, Leon County Sheriff's Office
- Rick Fernandez, City of Tallahassee Administration
- Gabe Menendez, City of Tallahassee Public Works
- Alan Rosenzweig, Leon County Administration
- Vince Long, Leon County Administration

## **Analysis:**

The Public Safety Complex Construction Manager Services Selection Committee (Selection Committee) process proceeded as follows:

June 5, 2009: The Selection Committee held their first meeting regarding the RFP. A total of 10 proposals were responsive to the RFP. The committee elected Mr. Alan Rosenzweig, Assistant County Administrator, as the committee chair. It was determined that the committee members would separately review the proposals and meet again with preliminary scores for the proposals.

June 30, 2009: The Selection Committee reconvened to discuss the evaluation of the proposals. The vendors were preliminary ranked and discussed. The Selection Committee decided to interview four vendors: AJAX Building Corporation; Turner, Baycrest and Pinnacle; Culpepper and Childers; and Peter Brown Construction.

July 21, 2009: The Selection Committee met again to conduct the interviews of the four vendors. Upon the conclusion of the interviews the Selection Committee opened the cost proposals and distributed the presentation materials.

July 23, 2009: The Selection Committee met again for the final ranking of the proposals. The firm with the most points upon the conclusion of the evaluation process was AJAX Building Corporation (attachment #1).

Attachment #2 is the Request for Proposal. Section V (page 12) outlines the selection process. Subsection B states the Selection Committee will recommend to the PSCB in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services. In order of their ranking, the three firms are:

1. AJAX Building Corporation and Construction Support Southeast
2. Turner, Baycrest, and Pinnacle
3. Culpepper and Childers

**Options:**

1. Accept the Selection Committee's ranking of the Construction Manager for the Public Safety Complex as follows:
  1. AJAX Building Corporation and Construction Support Southeast
  2. Turner, Baycrest, and Pinnacle
  3. Culpepper and Childers
2. Do not accept the ranking of the Construction Manager for the Public Safety Complex.
3. Board Direction.

**Recommendations:**

Options #1

Attachments:

1. Construction Manger Rankings
2. Request for Proposals for Construction Management Services for the Public Safety Complex

**LEON COUNTY FACILITIES MANAGEMENT**  
**CM Services for Leon County Public Safety Center**  
**Project: Public Safety Communications Center (Joint Dispatch)**  
**Leon County Project #: 96016-01**  
**Date: July 23, 2009**

Phase I Evaluation (Maximum points 100)	POINTS	Joint Venture Turner, Baycrest, Pinnacle	AJAX Building Corporation	Peter Brown Construction	Joint Venture Gulpepper and Childers
Background and experience of firm, including similar public and government projects	20	17.00	18.40	16.80	16.00
Background and qualifications of individual team members assigned to the project, including supervisor and support personnel	20	17.20	18.20	16.00	15.60
Capacity to perform as evidenced by the firm size and current workload	10	9.40	8.60	9.40	9.40
Demonstrated expertise and capability of proposed team, including experience on similar projects and ability to achieve project schedule, costs and quality objectives	30	23.80	25.80	24.00	23.20
Reference Checks	5	4.60	4.60	2.90	4.80
Minority Business Enterprise Participation	10	10.00	10.00	10.00	10.00
Local Preference	5	2.67	5.00	1.50	5.00
<b>Sub-Total Points</b>	<b>100</b>	<b>84.67</b>	<b>90.60</b>	<b>80.60</b>	<b>84.00</b>

Phase II Evaluation (Maximum points 100)	POINTS	Joint Venture Turner, Baycrest, Pinnacle	AJAX Building Corporation	Peter Brown Construction	Joint Venture Gulpepper and Childers
Understanding of Project	15	14.20	13.40	12.80	13.00
Approach & methods CM will deploy	35	33.00	30.60	29.20	28.60
Cost (pre-construction phase, OH&P)	35	30.40	34.60	31.96	33.07
Minority Business Enterprise Participation	10	10.00	10.00	10.00	10.00
Local Preference	5	2.67	5.00	1.50	5.00
<b>Sub-Total Points</b>	<b>100</b>	<b>90.27</b>	<b>93.60</b>	<b>85.46</b>	<b>89.67</b>

<b>GRAND TOTAL POINTS</b>	<b>200</b>	<b>174.94</b>	<b>184.20</b>	<b>166.06</b>	<b>173.67</b>
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# Leon County

## Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301  
(850) 606-5302 [www.leoncountyfl.gov](http://www.leoncountyfl.gov)

Attachment # 2  
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### Commissioners

BILL PROCTOR  
District 1

JANE G. SAULS  
District 2

JOHN DAILEY  
District 3

BRYAN DESLOGE  
District 4

BOB RACKLEFF  
District 5

CLIFF THAELL  
At-Large

AKIN AKINYEMI  
At-Large

PARWEZ ALAM  
County Administrator

HERBERT W.A. THIELE  
County Attorney

## Request for Proposals

for

## Construction Management Services

for the

## Public Safety Complex

Project No. 096061.01

Proposal Number BC-06-05-09-36

BOARD OF COUNTY COMMISSIONERS  
LEON COUNTY, FLORIDA

Release Date: May 4, 2009

An equal opportunity employer

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RFP Title: Request for Proposals for Construction Management Services for the Public Safety Complex; Project No. 096061.01  
Proposal Number: BC-06-05-09-36  
Opening Date: Friday, June 5, 2009 at 2:00 PM

## I. INTRODUCTION

Leon County and the City of Tallahassee, hereinafter referred to as the OWNERS, request proposals from qualified firms or individuals for the provision of comprehensive Construction Management Services for the Public Safety Complex; Project No. 096061.01. Firms must have good Construction Management skills and depth of resources, and knowledge of the local and regulatory issues that are unique to work performed within Leon County.

This RFP includes a description of the scope of work, assignment of work, fees, and proposal instructions. Direct all inquiries regarding this RFP to the contact person named below; do not contact other OWNERS' staff. Information provided by other than the below contact should be considered invalid, and proposals which are submitted in accordance with such information may be declared non-responsive.

Throughout this document the following terms shall be defined as follows:

1. OWNERS shall mean Leon County, Florida and the City of Tallahassee;
2. CM shall mean Construction Manager;
3. PM shall mean Program Manager (URS Corporation).

### Pre-Proposal Conference

A **MANDATORY** pre-proposal conference has been scheduled for Tuesday, May 19, 2009 at 9:00 AM in the Leon County Purchasing Bid Room, 2284 Miccosukee Road, Tallahassee, Florida 32308. Interested firms will have an opportunity to submit questions regarding the requirements outlined in this RFP. For a more efficient experience, attendees should read this document thoroughly to acquaint themselves with its content prior to the conference. Substantial clarifications or changes required as a result of the meeting will be issued in the form of a written addendum to the RFP. Proposals will not be accepted from professionals/firms who are not represented in the conference.

## II. GENERAL INSTRUCTIONS:

- A. The response to the proposal should be submitted in a sealed addressed envelope to:

*Proposal Number: BC-06-05-09-36  
Purchasing Division  
2284 Miccosukee Road  
Tallahassee, FL 32308*

- B. An **ORIGINAL** and ten (10) copies of the Response must be furnished on or before the deadline. Responses will be retained as property of the OWNERS. The **ORIGINAL** of your reply must be clearly marked "Original" on its face and must contain an original, manual signature of an authorized representative of the responding firm or individual, all other copies may be photocopies.
- C. Any questions concerning the request for proposal process, required submittals, evaluation criteria, proposal schedule, and selection process should be directed to Keith Roberts or Don Tobin at (850) 606-1600; FAX (850) 606-1601; or e-mail at [robertsk@leoncountyfl.gov](mailto:robertsk@leoncountyfl.gov) or [tobind@leoncountyfl.gov](mailto:tobind@leoncountyfl.gov). Written inquiries are preferred.

### Prohibited Communication

Any Form of communication, except for written correspondence, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

1. Any person or person's representative seeking an award from such competitive solicitation; and
2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

**RFP Title: Request for Proposals for Construction Management Services for the Public Safety  
 Complex; Project No. 096061.01  
 Proposal Number: BC-06-05-09-36  
 Opening Date: Friday, June 5, 2009 at 2:00 PM**

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The prohibited communication shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The provisions of this section shall terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The penalties for an intentional violation of this article shall be those specified in §125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

- D. Special Accommodation: Any person requiring a special accommodation at a Pre-Bid Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Bid Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).
- E. Proposers are expected to carefully examine the scope of services, and evaluation criteria and all general and special conditions of the request for proposals prior to submission. Each Vendor shall examine the RFP documents carefully; and, no later than seven (7) calendar days prior to the date for receipt of proposals, he shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency, or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications.  
  
 Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the OWNERS. Also, only those communications from firms which are in writing and signed will be recognized by the OWNERS as duly authorized expressions on behalf of proposers.
- F. Your response to the RFP must arrive at the above listed address no later than Friday, June 5, 2009 at 2:00 PM to be considered.
- G. Responses to the RFP received prior to the time of opening will be secured unopened. The Purchasing Agent, whose duty it is to open the responses, will decide when the specified time has arrived and no proposals received thereafter will be considered.
- H. The Purchasing Agent will not be responsible for the premature opening of a proposal not properly addressed and identified by Proposal number on the outside of the package.
- I. It is the Proposers responsibility to assure that the proposal is delivered at the proper time and location. Responses received after the scheduled receipt time will be marked "TOO LATE" and may be returned unopened to the vendor.
- J. The OWNERS are not liable for any costs incurred by bidders prior to the issuance of an executed contract.
- K. Firms responding to this RFP must be available for interviews by OWNERS' staff.
- L. The contents of the proposal of the successful firm will become part of the contractual obligations.

**RFP Title: Request for Proposals for Construction Management Services for the Public Safety Complex; Project No. 096061.01**  
**Proposal Number: BC-06-05-09-36**  
**Opening Date: Friday, June 5, 2009 at 2:00 PM**

- M. Proposal must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after proposals are opened.
- N. If you are not submitting a proposal, please return the form attached at the end of the RFP, marked 'No Proposal'.
- O. The OWNERS reserve the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the OWNERS. Further, the OWNERS reserve the right to withdraw this solicitation at any time prior to final award of contract.
- P. Cancellation: The contract may be terminated by the OWNERS without cause by giving a minimum of thirty (30) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (30) day period. The OWNERS may terminate this agreement at any time as a result of the Construction Manager's failure to perform in accordance with these specifications and applicable contract. The OWNERS may retain/withhold payment for nonperformance if deemed appropriate to do so by the OWNERS.
- Q. Public Entity Crimes Statement: Respondents must complete and submit the enclosed Public Entity Crimes Statement. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- R. Certification Regarding Debarment, Suspension, and Other Responsibility Matters: The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.
- S. Licenses and Registrations: The Construction Manager shall be responsible for obtaining and maintaining throughout the contract period his or her city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Every vendor submitting a bid on this invitation for bids shall include a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists. Leon County, Florida-based businesses are required to purchase an Occupational License to conduct business within the County. Vendors residing or based in another state or municipality, but maintaining a physical business facility or representative in Leon County, may also be required to obtain such a license by their own local government entity or by Leon County. For information specific to Leon County occupational licenses please call (850) 488-4735.

If the Construction Manager is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State **shall submit** a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

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**T. Audits, Records, And Records Retention**

The Construction Manager shall agree:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the OWNERS under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the OWNERS, the Construction Manager will cooperate with the OWNERS to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the OWNERS.
5. Persons duly authorized by the OWNERS' and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

**U. Monitoring**

To permit persons duly authorized by the OWNERS to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the OWNERS of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the OWNERS will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the OWNERS within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the OWNERS, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the OWNERS; and (3) the termination of this contract for cause.

**V. Local Preference in Purchasing and Contracting**

1. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of not more than five percent (5%) of the total score shall be assigned for a local preference for local businesses. Vendors are directed to the evaluation criteria contained herein to be aware of any local preference points to be assigned for this request for proposals.
2. Local business definition. For purposes of this section, "local business" shall mean a business which:
  - a) Has had a fixed office or distribution point located in and having a street address within Leon County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and

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- b) Holds any business license required by the County, and, if applicable, the City of Tallahassee; and
- c) Employs at least one (1) full time employee, or two (2) part time employees whose primary residence is in Leon County, or, if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in Leon County.

- 3. Certification. Any vendor claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

W. Addenda To Specifications

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.co.leon.fl.us/purchasing/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the above website or contact the Leon County Purchasing Division at (850) 488-6949 to verify any addenda issued. The receipt of all addenda must be acknowledged on the response sheet.

X. Assurance of Designated Team

Proposer shall assure that the designated staff, including any consultants or subcontractors, is used for the work described in this RFP. Departure or reassignment of, or substitution for, any member of the designated team or sub-consultant(s) shall not be made without the prior written approval of the OWNERS. Further, no modifications shall be made to the designated team after proposal submittal and prior to contract award.

Y. Ownership of Information

All reports, documentation, and material developed or acquired by the CM as a direct requirement specified herein shall become the property of the OWNERS. The CM shall agree and understand that all discussions with the Construction Manager and all information gained by the Construction Manager as a result of the Construction Manager's performance under the contract, shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the OWNERS.

Z. Unauthorized Alien(s)

The Construction Manager agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation by the Construction Manager and its Trade Contractors. The Construction Manager further agrees that this provision will be included in all contracts of all Trade Contractors and sub-contracts of the Trade Contractors. The OWNERS shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the OWNERS. As part of the response to this solicitation, please complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

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### III. SCOPE OF SERVICES:

- A. The firm selected shall be required to provide comprehensive Construction Management services for the required construction activities and associated coordination functions with the design and construction of the Public Safety Complex to be located at the intersection of Weems Road and Easterwood Drive in Tallahassee, Leon County, Florida. This complex is expected to include the following components: Joint Dispatch Center (consolidated 911 call center); Emergency Medical Services Center; Transportation Management Center; Emergency Operations Center; and administrative space for the Tallahassee Fire Department. Components of the complex will be hardened to resist both natural and threat event and designed to be self-sustaining. The scope of the project is not fully defined. Currently the project area is estimated to be approximately 65,000 to 70,000 square feet with an estimated total project budget of between \$40 and \$50 million. Overall Program Management will be accomplished through URS Corporation under a contract with the OWNERS.
- B. Tasks for the Construction Manager will include, but shall not be limited to those specified below. These are an overview of specific tasks that are contained in the attached draft contract for services which should be used as the basis for development of your proposal.
1. Preconstruction Phase & Review of Plans and Specifications
    - 1.1 Attend meetings between the OWNERS, PROGRAM MANAGER, and the architectural and engineering consultants during the respective design phases of the project. Major project phases include programming, schematic design, design development, construction documents, bidding, construction, post construction. The Construction Manager (CM) shall review documents/deliverables resulting from these phases and make recommendations to the PM and OWNERS concerning acceptability, applicability, feasibility, and constructability. The CM shall consider the site, the foundations and superstructure, building systems, building materials, code compliance, alternate methods, economics, material/labor availability, time schedules, and any other relevant issues.
    - 1.2 Value Engineering/Management will be used at the various stages of design to review durability, maintenance, installed costs, and operational costs. The CM shall make recommendations to the Program Manager and Owners in regard to specified materials, systems and equipments for evaluating short, long term, and life cycle costing.
    - 1.3 Alternative Methods and Materials shall be recommended after review of plans and specifications, especially at conclusion of Design Development, where appropriate for successful project delivery, better technology, eliminations of constraints, etc.
    - 1.4 Assist and coordinate with Program Manager and Owner's staff in critical Path Schedule development at inception of the project and refined through design in a format acceptable to the Program Manager and compatible with Primavera scheduling software. The schedule shall incorporate all procurement and trade contractor bid activities as well as construction operations of the project including a realistic activity sequence and duration, inclusive of submittal, review, approval of shop drawings and samples, delivery of long lead time items, and other activities relevant to expeditious pursuit of the project.
    - 1.5 The CM shall develop an estimate of probable construction cost at both the conceptual and final schematic design phases of document development. Detailed estimates shall be developed at the Design Development and 50% construction document phase defining all project estimated costs by CSI Division. The CM shall provide a written assessment of each budget statement and suggest value engineering/management options for Owners and design team consideration.
    - 1.6 Budget Review shall occur at the conclusion of each design phase. The CM shall advise the PM of any discrepancies and suggest revisions and adjustments as necessary to reflect the most probable project cost.

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- 1.7 The CM shall review in detail at each phase of document developments, beginning with design development, the documents and technical specifications and develop a comprehensive list of coordination and document interpretation issues which could require future RFIs.
2. Bidding Phase
    - 2.1 CM shall prepare bid packages and facilitate the bidding and award of the trade contracts. Coordinate General Conditions, Special Conditions and Division 1 with Technical Sections 2-16, provided by the Design Team, to ensure coordination, completeness and compliance with appropriate statutes, regulations, and policies.
    - 2.2 Develop in conjunction with PM and Owners a pre-qualification requirement for all trade contractors and evaluate the trade contractors relative to the requirements prior to award recommendation.
    - 2.3 CM shall establish bidding schedules, conduct pre-bid conferences and walkthroughs to familiarize the bidders with the documents, management techniques, and any special features, systems, materials, or methods required in the bid package.
    - 2.4 Upon receipt of bids the CM shall prepare a bid analysis, including review of the acceptability of trade contractors, subcontractors, specialty contractors, material suppliers, and prepare recommendations for acceptance or rejection.
  3. Construction Phase
    - 3.1 During the construction phase the CM shall be the interface between the trade contractors and other members of the project Team. The CM shall meet with the Owners, the PM, and the Architectural/Engineering firm as conditions and construction activities dictate; to discuss scheduling, foreseeable problems, equipment and material delivery delays, sub-contractor performance, safety, and any other issues pertinent to the pursuit of the project. These meetings shall be documented by the CM and copies of minutes disseminated to the attending parties, project files, and other participants. The CM or a qualified member of their staff shall be present at the site during significant construction activities, inspections and testing. Designated Owner and PM shall have access, at all times, to the facilities and all records and documentation.
    - 3.2 The CM shall prepare a consolidated request for payment representing all work performed for a given period, and submit to the PM for review and approval. The CM shall maintain accurate accounting records indicating payments of all trade contractors. A status of payment report will accompany each payment request. The request for payment shall include, but not be limited to:
      - complete documentation supporting all reimbursable general conditions costs
      - pay request for each sub-contractor requesting payment
      - summary accounting for each sub-contractor reflecting current status of the sub-contract including base contract amount, change orders, paid-to-date, retainage withheld, and satisfaction of lien from the previous request.
      - pending Change Orders to the sub-contract
      - all pay request are to be tabbed by CSI index
      - documentation of MWBE reporting requirements as prescribed the Leon County MWSBE Division for both trade contracts and sub-trade contracts.
    - 3.3 The Owners, without invalidating the construction contract, may order changes in the work within the general scope of the contract, consisting of additions, deletions, or other revisions. The CM shall review Owners' requests for changes, and prepare Proposed Change Order (PCO) to obtain quotations from the affected trade contractors. The PCO shall define the exact scope of the work, include drawings and specifications from the Architect/Engineer. The CM shall obtain quotations from the trade contractor, submit recommendations, evaluate the prices of the trade contractor based on industry standards for the units of material and labor required, issue appropriate change orders or assist Owners in

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- preparing change orders, and process changes to the work in a timely and expeditious manner, so as not to impede the progress of the work.
4. **Quality Control.** The CM shall coordinate and supervise the work of all trade contractors on the project as it is being performed, until final completion and acceptance by the Owners, to assure that the work performed and materials furnished are in accordance with the contract documents. In the event of interpretation of the meaning of the intent of the contract documents becomes necessary, the CM shall confer with the Program Manager and the appropriate consultants to make the final interpretation, in writing, and transmit it to the trade contractor. The CM will review disputes involving quality of workmanship with the Program Manager and appropriate consultants to make the final interpretation, in writing, and transmit it to the trade contractor.
  5. **Inspections.** Assist the Project Management firm and the Owners in performing periodic and final inspections. At all inspections preceding the final inspection, the CM shall furnish a detailed report of inspection including observed discrepancies, and omissions in the work performed by the trade contractors.
  6. **Managing the Schedule.** The CM shall actively manage all aspects of the construction as they relate to time of performance. The CM shall incorporate and coordinate the work of all trade contractors into an overall construction schedule. The CM shall periodically, but not less than weekly, update the construction schedule and shall provide the Owners with an accurate evaluation of the current status of the project and, when appropriate, recommend alternatives in sequencing or activity duration that will benefit the ultimate completion date for the construction work.
  7. **Shop Drawings and Submittals.** The CM shall develop and actively manage a schedule for preparation, submittal, review, and approval of drawings, catalogs, material samples. The CM shall review for completeness and transmit to the appropriate parties for review and approval of all shop drawings, catalogs, materials, and other submittals as required to meet the requirements of the specifications and schedule. The CM shall diligently expedite the submission and review process to avoid delays. If submittals and approvals are not received in a timely manner, the CM shall ascertain the cause and recommend action to eliminate further delays.
  8. **Testing.** The CM shall facilitate and coordinate all quality control testing of soils, building materials, systems, and equipment during the course of construction. The scope of this testing will be jointly determined by the Owners, the CM, A/E firm, and testing firms consistent with the provisions of the contract documents. The CM shall coordinate with appropriate parties to plan, schedule and notify testing firms of procedures, test dates, result reports, and distribution during construction.
  9. **Safety.** The CM shall establish and implement a project specific safety program ensuring that safety and accident prevention measures are established and maintained at the site. Any observed hazardous conditions, violations, or potentially hazardous conditions shall be immediately corrected. A written report of such incident and follow-up report of the remediation shall be provided to the responsible party contractor and the Program Manager.
  10. **Project Records.**
    - 10.1 The CM shall maintain records at the job site, including a current set of the contract documents, a project log, and photographic record of construction progress and problems. Such logs and records shall at all times be available to the PM. The CM shall furnish weekly and monthly written progress reports of the work in a form acceptable to the PM.
    - 10.2 The CM shall process Requests for Information (RFI) from the trade contractors. The CM shall track and monitor RFI's and maintain a log of each RFI and its status until resolved. The CM shall obtain any necessary information or determination from the A/E consultants in order to make a recommendation and prepare a response on behalf of the Owners. All such responses shall be reviewed and approved by the Program Manager before dispersal to affected parties.

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- 10.3 The CM shall prepare, process and track all PCOs and maintain a log of each and its status, relation to RFIs if any, and incorporation into Change Orders or Contingency Authorizations.
- 10.4 The CM shall produce, track, and log other written documents for the project as necessary. These may include clarifications, memorandum, Preliminary Notices, directives, etc. which are not generated by other forms of documents, such as trade contractor generated RFIs.
- 10.5 The CM shall maintain a comprehensive and organized file of photographs, filed by event, date, or problem, relationship to problem or RFI, etc. in such a manner as to facilitate ease of recovery after project completion.
- 10.6 The CM shall deliver all records, logs, photographs and documents in an organized format to the Owners at the completion of the project.

C. FEES

1. Phase I - Pre-Construction Management Services Fee in a lump sum amount, for all tasks from the schematic design up to and including the bidding activities for the Project as set forth more specifically in Article 9, Section I of the draft agreement. The Phase I - Pre-Construction Management Services Fee shall not be included in the Guaranteed Maximum Price (GMP).
2. Phase II - Construction Management Services Fees, Overhead and Profit Fees, and Cost of Projects as outlined in Article 9 of the draft agreement shall be developed and contained in the Guaranteed Maximum Price for the project.

IV. PREPARATION OF PROPOSAL & REQUIRED CONTENT

Each response to this RFP shall include the information described in this section. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size.

All submittals shall contain the following elements, and in the order given:

- A. Cover Letter with the following information:
  1. Name and Mailing Address of Firm (include physical location if mailing address is a PO Box); Contact Person, Telephone Number and Fax Number; and
  2. A statement that the submitting firm will perform the services as described in the Scope of Work.
- B. Confidentiality: All submittals will be considered public information and, subsequent to award of this RFP, all or part of any submittal will be released to any person or firm who requests it. Proposers shall specify in their Cover Letter if they desire that any portion of their submittal be treated as proprietary and not to be released as public information. However, proposers should be aware that all such requests may be subject to legal review and challenge.
- C. Signatory Requirements: The Cover Letter must be signed by an officer empowered by the CM to sign such material and thereby commit the CM to the obligations contained in the RFP response. Further, the signing and submission of a response shall indicate the intention of the vendor to adhere to the provisions described in this RFP and a commitment to enter a binding contract. As such, submittals which are signed:
  1. For a partnership, shall be signed in the firm name by a partner or the Attorney-In-Fact. If signed by the Attorney-In-Fact, there shall be attached to the proposal a Power-Of-Attorney evidencing authority to sign proposals, dated the same date as the proposal and executed by all partners of the firm; OR

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2. For a corporation, shall have the correct corporate name thereon and the actual signature of the authorized officer of the corporation written (not typed) below the corporate name. The title of the office held by the person signing for the corporation shall appear below the signature of the officer; OR
3. By an individual doing business under a firm name, shall be signed in the name of the individual doing business under the proper firm name and style.

D. ~~Firm's Organization Chart designating specific individuals proposed to be assigned to the project and their percentage of time to be spent on this project.~~

E. Background & Experience of Firm – Provide a narrative containing the following information:

1. Qualifying background and experience of firm with public or government projects similar to this project.

2. ~~Firm size, current workload and ability to perform based on current projects.~~ Provide sufficient evidence of capacity to manage this project along with other current and future work, e.g., full-time professional and technical staff in the managing office, support from other offices and staff, etc.

3. References for the firm. Preferred are references for projects which used the team being proposed, or at least key members of the team. Please provide a minimum of three references for construction management services provided. It is the proposer's responsibility to provide accurate contact information including, but not limited to, company name, contact person, telephone and fax numbers, and e-mail address if available. Any reference that cannot be reached due to faulty contact information provided will result in a reduction in reference points during evaluation.

F. Background and Qualifications of Supervisory Team Members including, but not limited to, Project Manager, Superintendent, Estimator, Scheduler, and the Project Engineer, to be assigned to Project - At a minimum, provide the following information.

1. Name of individual, history with firm, work history on similar type projects, professional licenses and/or certifications, related training classes, etc.
2. Resume for each individual proposed.
3. References for all supervisory team members to be assigned to this project. Please provide a minimum of three references for each person. It is the proposer's responsibility to provide accurate contact information including, but not limited to, company name, contact person, telephone and fax numbers, and e-mail address if available. Any reference that cannot be reached due to faulty contact information provided will result in a reduction in reference points during evaluation.

G. Fee Schedule

Provide in a SEPARATE SEALED ENVELOPE (not to be opened until Phase II of the Evaluation Process) fees as follows:

1. A complete fee schedule for the Phase I - Pre-Construction Management Services as outlined herein.
2. The Profit and Overhead Percentage to be applied to the Total Construction Fee as shown in Exhibit E of the draft agreement.
3. The actual hourly rate of each team member as defined in Article 9, Paragraph B of the draft agreement to be deployed on the project as a component of the Construction Services Fee in conjunction with audited fringe benefit itemization.

G. Construction Manager's Licensing Requirements

1. CM shall possess appropriate licensing as required by Florida statutes which mandate specific licensing for contractors engaged in the type of work covered by this

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solicitation. Further, CM shall meet all requirements of the State of Florida, Department of Business and Professional Regulation, Construction Industries Licensing Board and licensure and/or registration requirements of other federal, state, regional, County or municipal agencies having jurisdiction over the specified construction work.

2. Said licenses shall be in the Bidder's name as it appears on the Proposal Form. Respondent shall supply appropriate license numbers with expiration dates as a part of their proposal and complete the Contractors Business License information sheet enclosed. Failure to possess and provide proof of proper licensing, certification, and/or registration may be grounds for rejection of the bid.
  3. Respondent shall provide copies of all applicable licenses with their proposal.
  4. Trade contractors contracted by the CM shall be licensed in their respective fields to obtain construction permits from the City of Tallahassee. All licenses must be in the name of the trade contractor. It shall be the responsibility of the CM to enforce this provision. The Owners reserve the right to inspect all licenses at any time and may find the Construction Manager in default should appropriate documentation or licenses not be produced.
- H. Other Required Forms. Provide participation information and acknowledgment of the Leon County Minority/Women Business Enterprise and Equal Employment Policies (forms attached); Contractors Business Information Form, Certification Regarding Debarment, Suspension, And Other Responsibility Matters; Insurance Certification Forms; and Affidavit on Immigrations Laws.

#### **V. SELECTION PROCESS**

- A. The Owners shall appoint an Evaluation Committee composed of three to seven members who will review all proposals received on time, and in the Phase I Evaluation Process select one or more firms for interview based on the responses of each proposer. Phase II shall be formal interviews with the short listed firms. All meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings. Notice of all meetings shall be posted in the Leon County Purchasing Division Offices no less than 72 hours (excluding weekends and holidays) and all respondents to the solicitation shall be notified by facsimile or telephone.
- B. The Evaluation Committee will recommend to the Public Safety Communications Board (PSCB) and the City and County Commissions in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services.
- C. The Owners will negotiate with the most qualified firm (first ranked firm) for the proposed services at compensation which the Owners determine is fair, competitive, and reasonable for said services.
- D. Should the Owners be unable to negotiate a satisfactory contract with the firm considered to be fair, competitive and reasonable, negotiations with that firm shall be formally terminated. The Owners shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm the Owners shall terminate negotiations. The Owners' representative(s) shall then undertake negotiations with the third most qualified firm.
- E. Should the Owners be unable to negotiate a satisfactory contract with any of the selected firms, the Owners shall select additional firms to continue negotiations.
- F. The following evaluation criteria and rating schedule will be used to determine the most highly qualified firm(s). Phase I evaluation will be based upon the response to this request for proposals and will result in a short list of qualified construction management firms. The short listed firms will then be instructed to address the Phase II criteria in writing and in formal presentation/interviews.

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Phase I Evaluation Criteria	Maximum Points Possible
Background and experience of firm, including similar public and government projects	20
Background and qualifications of individual team members assigned to the project; including supervisory and support personnel	20
Capacity to perform as evidenced by the firm size and current workload	10
Demonstrated expertise and capability of proposed team, including experience on similar projects and ability to achieve project schedule, costs and quality objectives	30
Reference Checks	5
Minority Business Enterprise Participation	10
Local Preference	5
<b>Phase I Possible Points:</b>	<b>100</b>

Phase II Evaluation Criteria	Maximum Points Possible
Understanding of Project	15
Approach and Methods Construction Manager will deploy	35
Cost (Pre-construction Phase 1, OH&P, Staff Cost)	35
Minority Business Enterprise	10
Local Preference	5
<b>Phase II Possible Points</b>	<b>100</b>

**Total Possible Points: 200**

#### VII. INDEMNIFICATIONS:

The CM agrees to indemnify and hold harmless the City of Tallahassee, Leon County, Florida, their officials, officers and employees, from and against any and all liabilities, damages, losses and costs, including, but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CM and persons employed or utilized by the Contractor in the performance of this agreement.

The Owners, at their sole option, defend themselves or required the CM to provide the defense. The CM acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the CM constitutes sufficient consideration for the CM's indemnification of the Owners, their officials, officers and employees.

It is understood that the CM's responsibility to indemnify and defend the Owners, their officials, officers and employees is limited to the CM's proportionate share of liability caused by the negligent acts or omissions of the CM, its delegates, agents or employees.

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# VIII. MINORITY/WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

## A. Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) Requirements

### 1. Policy Statement

The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women-owned business enterprises in a competitive environment. This program shall:

- a. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.
- b. Established targets designed to increase MBE and WBE utilization proportionate to documented under utilization.
- c. Provide increased levels of information and assistance available to MBE's and WBEs.
- d. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.

### 2. Definitions:

- a. The terms "Certified Minority Business Enterprise" (MBE) and "Certified Women Business Enterprise" (WBE) are defined as those Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) that meet all the qualifications for, have applied for, and have been certified by either (or both of) the Leon County or the City of Tallahassee MWBE Programs.
- b. Minority/Women Business Enterprise (MWBE) - a business that is owned and controlled by at least 51% by one or more minority persons or by at least 51% by one or more women, and whose management and daily operations are controlled by one or more such persons shall constitute a Minority/Women business Enterprise. No business owned or controlled by a white female shall be considered a minority business for the purpose of this program if the ownership was brought about by transfer of ownership interest to the woman or women, other than by descent, within two (2) years following the sale or transfer of ownership. For the purpose of this program, all applicants for certification as a bona fide MWBE shall be an independent business entity which provides a commercially useful function. No business owned and controlled by a white male and transferred or sold to a minority or woman/women, for the purpose of participation in the County's MWBE Program, shall be considered eligible for MWBE Certification.
- c. Minority Person - an individual who is a citizen of the United States or a lawfully admitted permanent resident and who is a(n):
  - 1) African/Black Americans - All persons having origins in any of the Black African racial groups not of Hispanic origins and having community identification as such.
  - 2) Hispanic Americans - All persons (Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race) reared in a Hispanic environment and whose surname is Hispanic and having community identification as such.
  - 3) Asian American - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands and having community identification as such.
  - 4) American Indians, Alaskan Natives and American Aleuts - All persons

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having origins in any of the original people of North America, maintaining identifiable tribal affiliations through membership and participation and having community identification as such.

d. Women - American Woman

3. Aspirational Targets

For goods and/or services to be performed in this project, each respondent is being asked to designate their level of commitment for MWBE participation as a percentage of the total cost which includes the GMP, the Construction Manager's fees and overhead and profit. Respondent is hereby advised that Leon County is currently in the process of completing a Disparity Study Update which will provide a revised aspirational target prior to the actual start of construction on this project (Public Safety Complex) which may be higher than the current 3% target for construction sub-contracting. The following chart sets forth the MWBE participation levels identified for this project and awarding of points as a part of the ranking procedure.

Points for MBE and WBE Participation Levels

MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION PLAN	Points
The Respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 8% by certified MBE or WBE firms and certifies it will meet or exceed aspirational targets to be determined as a result of the Disparity Study Update through subcontracting to certified MBE or WBE firms.	10
The Respondent certifies that it will meet or exceed the aspirational target to be determined as a result of the Disparity Study Update through subcontracting to certified MBE or WBE firms.	8
The Respondent certifies that it will meet at least 50% of the aspirational target to be determined as a result of the Disparity Study Update through subcontracting to certified MBE or WBE firms.	6
The Respondent certifies that it will meet at least 20%, but less than 50%, of the aspirational target to be determined as a result of the Disparity Study Update through subcontracting to certified MBE or WBE firms.	4
The Respondent will not meet the aspirational targets in any form.	0

Respondent must complete and submit the attached Minority and Women Business Enterprise Participation Plan form and designate the level of commitment for the project. The submittal will become a part of the contractual obligation of the respondent if selected for the project. Failure to submit the completed Minority and Women Business Enterprise Participation Plan form will result in a determination of non-responsiveness for the bid.

4. Information and Assistance

Respondents that require assistance or guidance with these MBE or WBE requirements should contact: Iranetta Burnett, Leon County Minority, Women, and Small Business Enterprise Director, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail at [burnetti@leoncountyfl.gov](mailto:burnetti@leoncountyfl.gov).

B. Equal Opportunity/Affirmative Action Requirements

The Construction Manager and all trade contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital

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status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

#### IX. INSURANCE INDEMNITY AND WAIVER OF SUBROGATION

- A. **BONDS** - The CONSTRUCTION MANAGER shall provide to the OWNERS a 100% Performance Bond and a 100% Labor and Material Payment Bond for an aggregate amount not less than the total GMP and inclusive of the CONSTRUCTION MANAGER'S fees, at the time that the Guaranteed Maximum Price is accepted. These bonds shall remain in effect at least until one year after the date when the final payment is approved. Any bonding company submitting performance bond or payment bond must be licensed to transact a fidelity and surety business in the State of Florida, and hold a Certificate of Authority from the Secretary of the Treasury under Act of Congress, approved by July 30, 1947 (U.S.C. 613) and approved by the OWNERS. Acceptable surety companies shall be licensed to do business in Florida and shall have an A.M. Best rating of "A" or better and a "T" underwriting limitation not exceeded by this Project's bond.

Performance and Payment and Material Bonds shall provide that, in the event of non-performance on the part of the Construction Manager, the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The performance bond must contain a clause stating the following:

In the event of non-performance on the part of the contractor this performance / payment and materials bond can be presented for honor and acceptance at \_\_\_\_\_ (address) \_\_\_\_\_, which is located in Tallahassee, Florida."

- B. **CONSTRUCTION MANAGER'S INSURANCE** - Before performing any work on the Agreement, the CONSTRUCTION MANAGER and/or sub-consultant and/or sub-contractor to procure and maintain, during the life of this Agreement, the insurance coverage listed below. The policies of insurance shall be primary and written on forms acceptable to the OWNERSY and placed with insurance carriers approved and licensed by the Florida Department of Insurance and meet a minimum financial A.M. Best & Company rating of A:VII.

##### 1. Insurance Coverage:

- a. The CONSTRUCTION MANAGER shall carry Worker's Compensation Insurance on behalf of all employees who are to provide a service for this project, as required under Florida Laws Chapter 440 and Employers Liability of limits no less than \$500,000 each accident, \$500,000 disease - policy limit, \$500,000 disease - each employee. Waiver of Subrogation in lieu of Additional Insured is required.
- b. Commercial General Liability - including but not limited to bodily injury, property damage, contractual, products and completed operations, and personal injury with limits of not less than \$1,000,000 per occurrence, \$1,000,000 per aggregate covering all work performed under this project.
- c. Automobile Liability - including bodily injury, property damage liability for all vehicles owned, hired, leased and non-owned with limits of not less than \$1,000,000 combined single limit covering all work performed for this project. (Limits may be satisfied by combining an Umbrella form and the Automobile form for a combined total limit of \$5,000,000).
- d. Umbrella Liability - With limits of not less than \$5,000,000 per occurrence covering all work performed under this contract.
- e. Hazardous Materials Insurance - For the purpose of this section: the term "hazardous materials" includes all materials and substances which are now designated or defined as hazardous by Florida or Federal law or by the rules or

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regulations of Florida or any Federal Agency.

- 1) If work being performed involves hazardous materials, the need to procure and maintain any or all of the following coverage will be specifically addressed upon review of exposure. However, if hazardous materials are identified while carrying out this contract, no further work is to be performed in the area of the hazardous material until the County Risk Management Office has been consulted as to the potential need to procure and maintain any or all of the following coverage through an addendum to the contract:
  - 2) Contractors Pollution Liability - for sudden and gradual occurrences and in an amount no less than \$1,000,000 per claim and \$1,000,000 in the aggregate arising out of work performed under this contract, including, but not limited to all hazardous materials identified under the contract.
  - 3) Asbestos Liability - for sudden and gradual occurrences and in an amount no less than \$1,000,000 per claim and \$1,000,000 in the aggregate arising out of work performed under this contract.
  - 4) Disposal - When applicable, the contractor shall designate the disposal site and furnish a certificate of insurance from the disposal facility for Environmental Impairment Liability Insurance covering liability for sudden and accidental occurrences in an amount not less than \$3,000,000 per claim and \$3,000,000 in the aggregate and shall include liability for non-sudden occurrences in an amount not less than \$6,000,000 per claim and \$6,000,000 in the aggregate.
  - 5) Hazardous Waste Transportation - When applicable, the contractor shall designate the hauler and furnish a Certificate of Insurance from the hauler for Automobile Liability Insurance with Endorsement MCS90 for liability arising out of the transportation of hazardous materials with an amount not less than \$1,000,000 annual aggregate and provide a valid EPA identification number.
  - 6) Certificates of Insurance - shall clearly state the hazardous material exposure work being performed under the contract.
  - f. Performance and Payment Bonds - with limits of not less than 100% of the GMP. These bonds shall remain in effect at least until one year after the date when the final payment is approved.
  - g. Builders Risk Insurance - The OWNERS will provide all Builders Risk Coverage.
2. Policy Form
- a. All policies, required by this contract, with the exception of Professional Liability and Workers Compensation, or unless specific approval is given by the Risk Management Office, are to be written on an occurrence basis, shall name the City of Tallahassee and of Leon County, Florida, their Commissioners, Officers, Agents, Officials, Employees and volunteers as additional insured as their interest may appear under this Contract. Insurer(s), with the exception of Professional Liability and Worker Compensation, shall agree to waive all rights of subrogation against the Owners, their Commissioners, Officers, Agents, Officials, Employees or Volunteers.
  - b. Insurance requirements itemized in this contract, and required of the Construction Manager, shall be provided by or in behalf of all subcontractors to cover their operations performed under this contract. The CM shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to trade contractors.
  - c. Each insurance policy required by this contract shall:
    - 1) Apply separately to each insured against whom claim is made and suit is

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brought, except with respect to limits of the insurer's liability.

- 2) Be endorsed to state that coverage shall not be suspended, voided or canceled by either party except after thirty (30) calendar days prior written notice by certified mail, return receipt requested, has been given to Leon County Risk Management Office.
- d. The Owners shall retain the right to review, at any time, coverage, form, and amount of insurance.
- e. The procuring of required policies of insurance shall not be construed to limit Construction Manager's liability nor to fulfill the indemnification provisions and requirements of this contract.
- f. The Construction Manager shall be solely responsible for payment of all premiums for insurance contributing to the satisfaction of this contract and shall be solely responsible for the payment of all deductibles and retentions to which such policies are subject, whether or not Owners are insured under the policy.
- g. Claims made policies will be accepted for professional and hazardous materials and such other risks as are authorized by the Leon County Risk Management Office. All Claims Made Policies contributing to the satisfaction of the insurance requirements herein shall have an extended reporting period option or automatic coverage of not less than two years. If provided as an option, the Contractor/Subcontractor/Consultant agrees to purchase the extended reporting period on cancellation or termination unless a new policy is affected with a retroactive date, including at least the last policy year.
- h. Certificates of Insurance evidencing Claims Made or Occurrence form coverage and conditions to this Contract, as well as the County bid number and description of work, are to be furnished to the Leon County Purchasing Division (2284 Miccosukee Road, Tallahassee, FL 32308) prior to commencement of work and a minimum of thirty (30) calendar days prior to expiration of the insurance contract when applicable. All insurance certificates shall be received by the Purchasing Division before the Contractor will be allowed to commence or continue work.
- i. Notices of Accidents (occurrences) and Notices of Claims associated with work being performed under this Contract, shall be provided to the CM's/Subcontractor's/Consultant's insurance company and the Leon County Risk Management Office as soon as practicable after notice to the insured.

#### X. ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any employee of the Owners, or for any Owner employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Owners reserve the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Owners may deny award or cancel the contract if it determines that unethical business practices were involved.

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## PROPOSAL RESPONSE COVER SHEET

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

The Owners reserve the right to accept or reject any and/or all bids in the best interest of their respective governments.

Keith M. Roberts, Purchasing Director

Bryan Desloge, Chairman  
Leon County Board of County Commissioners

This bid response is submitted by the below named firm/individual by the undersigned authorized representative.

BY \_\_\_\_\_  
(Firm Name)

\_\_\_\_\_

(Authorized Representative)

\_\_\_\_\_

(Printed or Typed Name)

ADDRESS \_\_\_\_\_

\_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

### ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated \_\_\_\_\_ Initials \_\_\_\_\_

Addendum #2 dated \_\_\_\_\_ Initials \_\_\_\_\_

Addendum #3 dated \_\_\_\_\_ Initials \_\_\_\_\_

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**STATEMENT OF NO PROPOSAL**

) We, the undersigned, have declined to respond to the above referenced RFP for the following reasons:

- ☐ We do not offer this service
- ☐ Our schedule would not permit us to perform.
- ☐ Unable to meet specifications
- ☐ Others (Please Explain)

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We understand that if the no-bid letter is not executed and returned, our name may be deleted from the list of qualified bidders for Leon County.

Company Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Name (Print/Type) \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
FAX No. \_\_\_\_\_

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### MINORITY and WOMEN BUSINESS ENTERPRISE PARTICIPATION PLAN

Respondent: \_\_\_\_\_

Respondent **must complete and submit** the Minority and Women Business Enterprise Participation Plan form designating the level of commitment to MWBE participation for the project. The submittal will be become a part of the contractual obligation of the respondent if selected for the project. Failure to submit the completed Minority and Women Business Enterprise Participation Plan form will result in a determination of non-responsiveness for the bid.

For goods and/or services to be performed in this project, each respondent is being asked to designate their level of commitment for MWBE participation as a percentage of the total cost which includes the GMP, the Construction Manager's fees and overhead and profit. Please note that Leon County is currently in the process of completing a Disparity Study Update which will provide a revised aspirational target prior to the actual start of construction on this project (Public Safety Complex) which may be higher than the current 3% target for construction sub-contracting.

Please check the appropriate box to designate the level of participation.

MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION PLAN	Points
<input type="checkbox"/> The Respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 8% by certified MBE and/or WBE firms and will meet or exceed aspirational target to be determined as a result of the Disparity Study Update through subcontracting to certified MBE or WBE firms.	10
<input type="checkbox"/> The Respondent certifies that it will meet or exceed the aspirational target to be determined as a result of the Disparity Study Update through subcontracting to certified MBE or WBE firms.	8
<input type="checkbox"/> The Respondent certifies that it will meet at least 50% of the aspirational target to be determined as a result of the Disparity Study Update through subcontracting to certified MBE or WBE firms.	6
<input type="checkbox"/> The Respondent certifies that it will meet at least 20%, but less than 50%, of the aspirational target to be determined as a result of the Disparity Study Update through subcontracting to certified MBE or WBE firms.	4
<input type="checkbox"/> The Respondent will not meet the aspirational targets in any form.	0

**Certification** - The respondent certifies, acknowledges and agrees that:

1. they have read Section VIII. Minority/Women Business Enterprise and Equal Opportunity Policies;
2. the response on this Form is true and correct and that it constitutes a contractual commitment, and;
3. the undersigned is authorized on behalf of the respondent to make such certification.

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

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**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

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### INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurance sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

- A. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

☐ YES ☐ NO

Commercial General  
Liability:

Indicate Best Rating: \_\_\_\_\_  
Indicate Best Financial Classification: \_\_\_\_\_

Business Auto:

Indicate Best Rating: \_\_\_\_\_  
Indicate Best Financial Classification: \_\_\_\_\_

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

☐ YES ☐ NO

Indicate Best Rating: \_\_\_\_\_  
Indicate Best Financial Classification: \_\_\_\_\_

If answer is NO, provide name and address of insurer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is the Respondent able to obtain insurance in the following limits (next page) for this professional services agreement?

☐ YES ☐ NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

#### Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

#### Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

#### Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

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Endorsements to insurance policies will be provided as follows:

**Additional insured** (Leon County, Florida, its Officers, employees and volunteers) -  
**General Liability & Automobile Liability**

Primary and not contributing coverage-  
General Liability & Automobile Liability

**Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General Liability, Automobile Liability, Workers' Compensation and Employer's Liability**

Thirty days advance written notice of cancellation to County - General Liability, Automobile Liability, Worker's Compensation & Employer's Liability.

Please mark the appropriate box:

Coverage is in place ☐ Coverage will be placed, without exception ☐

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name \_\_\_\_\_ Signature \_\_\_\_\_  
Typed or Printed

Date \_\_\_\_\_ Title \_\_\_\_\_  
(Company Risk Manager or Manager with Risk Authority)

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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
And OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
  - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor/Firm

\_\_\_\_\_  
Address

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**AFFIDAVIT CERTIFICATION  
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274a(e) of the Immigration and Nationality Act ("INA").

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.**

**BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).**

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Personally known \_\_\_\_\_  
NOTARY PUBLIC

OR Produced identification \_\_\_\_\_ Notary Public - State of \_\_\_\_\_

My commission expires: \_\_\_\_\_  
(Type of identification)

\_\_\_\_\_  
Printed, typed, or stamped  
commissioned name of notary public

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,  
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

## LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by the County, and, if applicable, the City of Tallahassee (please attach copies); and
- c) Employs at least one (1) full time employee, or two (2) part time employees whose primary residence is in Leon County, or, if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in Leon County.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name:	Phone:
Current Local Address:	Fax:
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address	
Number of Employees and hours worked per week by each:	
Name and Address of Owner(s) who reside in Leon County and who in total own at least 50% or more of the business. Attach additional sheets as necessary.	Percentage of Ownership
1.	
2.	

\_\_\_\_\_  
Signature of Authorized Representative\_\_\_\_\_  
DateSTATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_, of \_\_\_\_\_,  
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)  
a \_\_\_\_\_ corporation, on behalf of the corporation. He/she is personally known to me  
(State or place of incorporation)  
or has produced \_\_\_\_\_ as identification.  
(type of identification)

\_\_\_\_\_  
Signature of Notary\_\_\_\_\_  
Print, Type or Stamp Name of Notary\_\_\_\_\_  
Title or Rank\_\_\_\_\_  
Serial Number, If Any

Return Completed form with  
supporting documents to:

Leon County Purchasing Division  
2284 Miccosukee Road  
Tallahassee, Florida 32308

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**CONTRACTOR'S BUSINESS INFORMATION**

**COMPANY INFORMATION**

Name:	
Street Address:	
City, State, Zip:	
Taxpayer ID Number:	
Telephone:	Fax:
Trade Style Name:	

**TYPE OF BUSINESS ORGANIZATION** (check one)

<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Limited Liability Company
<input type="checkbox"/>	General Partnership	<input type="checkbox"/>	Joint Venture
<input type="checkbox"/>	Limited Partnership	<input type="checkbox"/>	Trust
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Other (specify)
<input type="checkbox"/>	Sub-chapter S Corporation		

State of Incorporation: \_\_\_\_\_ Date Established: \_\_\_\_\_

**AUTHORIZED SIGNATORIES/NEGOTIATORS**

The Bidder represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the bidder will be duly bound:

Name	Title	Telephone	E-Mail

**FLORIDA CONSTRUCTION INDUSTRIES LICENSING BOARD**

Please provide the following information for all licenses required by Florida statutes of the Prime Contractor for the performance of the work in this project.

Primary Licensee:	
License Type:	
License Number:	Expiration Date:
Qualified Business License (certificate of authority) number:	
Alternate Licensee:	
License Type:	
License Number:	Expiration Date:

Bidder may use additional sheets to provide information for all applicable licenses and shall provide copies of each license as a part of the bid submittal.

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**LIST COMPANIES FROM WHOM YOU OBTAIN SURETY BONDS**

**Surety Company 1**

Company Name	
Contact's Name	
Telephone	
Fax	
Address	

**Surety Company 2**

Company Name	
Contact's Name	
Telephone	
Fax	
Address	

Present Amount of Bonding Coverage (\$):	Has your application for surety bond ever been declined? <i>(If yes, please provide detailed information on reverse)</i>	During the past 2 years, have you been charged with a failure to meet the claims of your subcontractors or suppliers? <i>(If yes, please provide detailed information on reverse)</i>
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

THE UNDERSIGNED, A DULY AUTHORIZED OFFICER OR EMPLOYEE, HEREBY CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND HAS HEREUNTO SET HIS SIGNATURE

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

# MEMORANDUM

**DATE:** July 27, 2009

**TO:** Public Safety Communications Board

**FROM:** Project Coordination Team for the Public Safety Complex:  
Carl Morgan, Leon County Facilities Management  
Jon Lich, City of Tallahassee Public Works

**SUBJECT:** Approval of the Public Safety Complex's Owner's Project Requirements, Program Schedule, and Program Budget as prepared by URS

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## **Background:**

During December 2008, the Board of County Commissioners and the City Commission approved the selection of the URS Corporation for the program manager of the Public Safety Complex. The program manager is responsible for the overall coordination of the programming, design, construction, start-up, and occupancy of the facility, oversight of the design and construction teams, and other program management duties.

## **Analysis:**

Pursuant to the agreement with URS, the program manager is required to provide certain program management services in support of the pre-construction and post-construction activities. As part of the pre-construction activities, URS must present the following deliverables to the PSCB for approval:

- Owner's Project Requirements:
  - Define the overall project scope
  - Develop the functional relationship requirements of each space
  - Define the requirements of each space
  - Establish design and performance standards
- Program Schedule:
  - Establish phase development durations
  - Establish key project milestones
- Program Budget:
  - Develop an estimate of construction cost based on defined OPR requirements.
  - Develop a comprehensive overall project budget including all project requirements.

URS will distribute this report under a separate cover prior to the PSCB's August 17, 2009 meeting (attachment #1).

## **Options:**

1. Approve the Public Safety Complex's Owner's Project Requirements, Program Schedule, and Program Budget as prepared by URS.
2. Do not approve the Public Safety Complex's Owner's Project Requirements, Program Schedule, and Program Budget as prepared by URS.
3. Board Direction

## **Recommendation:**

Option #1

## Attachments:

1. URS Report: This report will be distributed under a separate cover prior to the PSCB's August 17, 2009 meeting.